American Studies Norms

**AS English Meeting Norms:**

* Scheduled American Studies English meetings
  + Start meetings on time as indicated by schedule.
  + Stick to the end time as indicated by schedule.
  + If you must be absent, please notify the facilitator.
* Agenda Items
  + Submit agenda items at least 24 hours prior to the meeting. Please submit items to the facilitator
  + Designate on agenda whether items are for discussion purposes or decision.
  + Minutes will be posted on the AS Board and the V Drive within 24 hours of the meeting.
  + Timely follow-up will be provided on questions, concerns, and projects arising from meetings.
* We expect everyone to participate and provide input.
* The most important thing you can give someone is your undivided attention.
* If you have a concern, raise it with the person/people involved.
* Speak only for yourself.
* If you say you are going to do something, do it.
* Decisions will be made based on a majority vote of members.